

Hiring Request Form

Name of Requestor: _____ **Date:** _____

Proposed Job Title: _____

Appointment: Staff Student Hourly Post Doc

Location: On-Site 100% Hybrid

Funding Source: Grant Funded School Funded

Proposed Pay Rate: _____

FTE/ Hours Per Week: _____

Proposed Funding String: _____

Proposed Start Date: _____

Expected Duration of Appointment: _____

Describe your unit's work need:

Provide an overview of the work to be performed:

Is this new work? Yes No

If "No": Explain why the work cannot continue to be performed as it was being done.

Can the work be assigned to existing staff within the unit or SoP staff outside the unit? Explain:

Request for a hiring bonus? <input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes”: Please provide a bonus amount or percentage.
Provide justification for the hiring bonus request below:

For Office Use Only:

Reviewed by:	Date:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
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